

Title VI Review Primer for Local Public Agencies

The following information has been prepared for use by Local Public Agencies (LPA) receiving Federal funds from the Idaho Transportation Department. It is intended to be used as a guide in determining where work needs to be done to ensure that the agency is in compliance with the requirements of Title VI.

Avoid specific discriminatory practices that are prohibited by Title VI:

- Denial to an individual any service, financial aid, or other benefit provided under your programs;
- Distinctions in the quality, quantity, or manner in which the benefit is provided;
- Segregation or separate treatment in any part of your program(s);
- Different standards or requirements for participation;
- Methods of administration which directly or through contractual relationships would defeat or substantially limit your ability to operate in a nondiscriminatory manner;
- Discrimination in any activities related to highway and infrastructure or facility built or repaired in whole or in part with Federal funds;
- Discrimination in any employment resulting from a program, where the primary purpose is to provide employment.

Following are the typical areas that fall under the Title VI review process:

1. Administrative Areas

A. Staff Composition & Program Administration

- Breakdown of administrative staff by race and gender, and position held;
- Number of federally funded projects managed during the past year and dollar amount;
- Name and relevant background of designated EEO Officer
- Copy of Title VI non-discrimination policy statement;
- Copy of where public dissemination of Title VI Policy was published.

B. Complaint Procedures

- Copy of Title VI complaint procedure;
- Title VI complaints during past two years; how resolved;
- Title VI notice to the public.

C. Training

- Relevant training that staff has attended.

2. Planning Activities

A. Public Involvement

- How minority members of the community are invited to participate in public hearings;
- Accessible locations, adequate time, translation services, etc. provided;
- Attendance records, including race, gender, disability;

- Public involvement policy or guidelines include Title VI requirements (EJ & LEP);

B. Consultant Contracts & Activities

- Contracts/agreements include Title VI provisions;
- How the consultant is ensuring equal opportunity to MBE/WBE/DBE businesses;
- Review of directives, operations procedures, guidelines, and policies for Title VI compliance;

C. Design/Environmental Activities

- How minority members of the community are invited to participate in public hearings;
- Accessible locations, adequate time, translation services, etc. provided;
- Attendance records, including race, gender, disability;
- Location and design manuals, directives, operational procedures, guidelines, and policies reviewed for Title VI compliance;
- Statistical data collected on demographics of communities affected by construction project.

3. Right of Way Activities

- Equal opportunity is being provided in hiring real estate appraisers;
- Title VI language is incorporated into all acquisition, negotiation, property management communication and contracts;
- Title VI language and assurance statements included in all surveys for property owners and tenants after the conclusion of business;
- Values and communications associated with appraisals conducted in an equitable fashion;
- Deeds, permits, and leases contain Title VI compliance clauses;
- Statistical data is being collected on demographics of relocates.

4. Construction & Maintenance Activities

- Contractor selection procedures reviewed to determine uniformity in their application to minority and nonminority contractors;
- Minority contractors and subcontractors are being informed about contracting opportunities with the local agency;
- Construction rules and regulations are being applied in an equitable fashion;
- Number of complaints within the past two years;
- Title VI assurances are included in all contracts, subcontracts and material supply agreements.

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